Department of Defense
Joint Technical Architecture
Management Plan

JOINT INTEROPERABILITY
and
WARRIOR SUPPORT
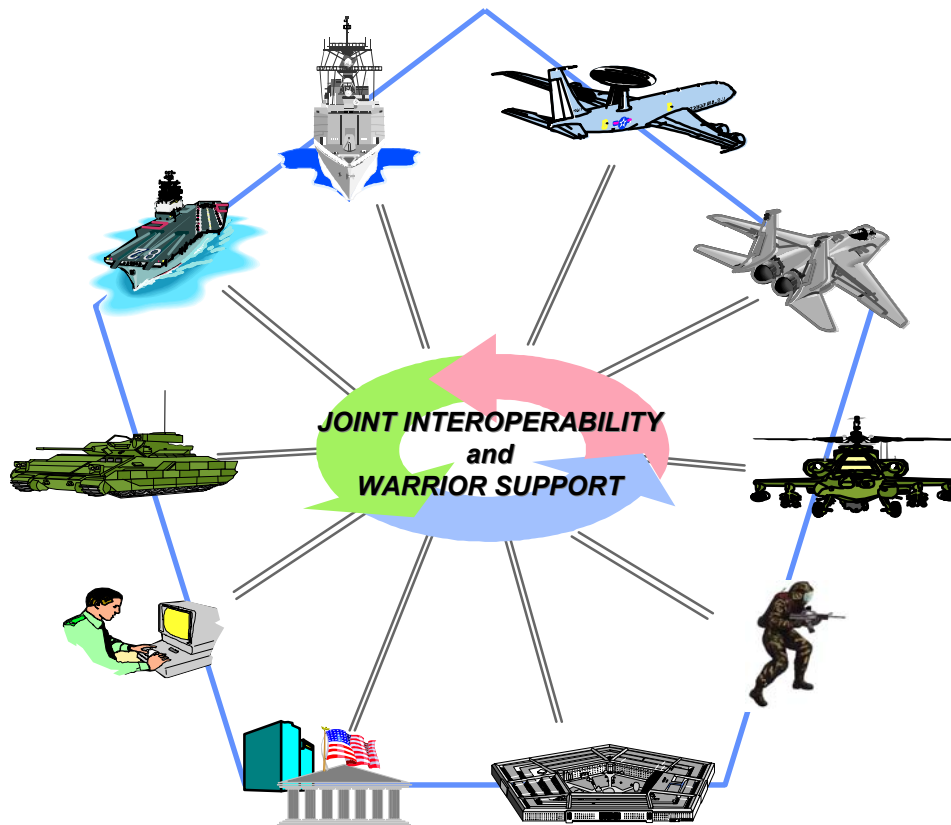
24 January 2001

Page intentionally left blank

Send your comments to **jta@www.disa.mil**

Table of Contents

1. Introduction

The DoD Joint Technical Architecture (JTA) will continue to evolve to reflect a wider scope, accommodate additional system domains, incorporate new technologies, and add updated versions and new versions of standards. A working group consisting of representatives from the Commands, Combatant Commands, Services, and Agencies that have an Acquisition Executive completed the initial development of the JTA.

1.1 Purpose

To define the management processes covering the evolution and maintenance of the JTA as a living document.

1.2 Objectives

The JTA Management Plan has the following objectives:

- ❑ Provide a management structure and process to evolve and maintain the JTA.

- ❑ Respond to the needs of the JTA user community.

- ❑ Maximize, through the JTA change request process, the use of electronic distribution and coordination, to include video teleconference, to reduce the requirements for face-to-face meetings.

2. Management Approach

The Architecture Coordination Council (ACC) provides oversight of the process. The Technical Architecture Steering Group (TASG) provides specific guidance and direction. The Joint Technical Architecture Development Group (JTADG) manages the actual development of the JTA. Subgroups evaluate the change requests. Other groups support the JTADG in this mission as necessary.

2.1 Architecture Coordination Council (ACC)

Co-chaired by the ASD (C3I), USD (A&T) and Joint Staff (JS), the ACC membership is comprised of the senior acquisition officials from across the Commands, Combatant Commands, Services, and Agencies. The ACC determines the scope and applicability of the JTA and provides oversight, high-level guidance, and direction in the development of the Department of Defense technical, systems, and operational architectures. The chairs of the ACC have signatory authority for the JTA.

2.2   Technical Architecture Steering Group (TASG)

Co-chaired by the ASD (C3I) and USD (AT&L), the TASG membership is composed of voting representatives from the organizations shown in Table 1. The TASG determines and recommends to the ACC changes in scope and applicability of the JTA. The TASG also provides broad guidance and direction to the JTADG. TASG members appoint representatives to the JTADG who are empowered to speak for their organization in development of the JTA. The TASG is the coordination body for the revisions of the JTA prior to it being submitted to the ACC for approval and signature.

Table 1: Organizations

TASG AND JTADG VOTING MEMBERSHIP
Ballistic Missile Defense Organization (BMDO)
Defense Advanced Research Projects Agency (DARPA)
Defense Information Systems Agency (DISA)
Defense Intelligence Agency (DIA)
Defense Logistics Agency (DLA)
Defense Modeling and Simulation Office (DMSO)
Defense Threat Reduction Agency (DTRA)
Joint Staff/J6
National Imagery and Mapping Agency (NIMA)
National Reconnaissance Office (NRO)
National Security Agency (NSA)
Office of the Assistant Secretary of Defense (C3I)
Office of the Under Secretary of Defense (A&T) OSJTF
U.S. Air Force (USAF)
U.S. Army (USA)
U.S. Coast Guard (USCG)
U.S. Marine Corps (USMC)
U.S. Navy (USN)
U.S. Special Operations Command (USSOCOM)
U.S. Transportation Command (USTRANSCOM)

2.3   Joint Technical Architecture Development Group (JTADG)

The Defense Information Systems Agency (DISA) Center for Information Technology Standards (CFITS) chairs and provides Secretariat support for the JTADG. The JTADG has detailed configuration control of the JTA. The JTADG has the same membership as shown in Table 1. Other members may be designated by the TASG as the scope and applicability of the JTA change. The members of the JTADG must be prepared to represent the acquisition and development interests of their organization. Additional information on the JTADG membership and rules of operation is described in the JTADG Charter. The JTADG Charter is approved by the TASG membership and signed by the

TASG Co-chairs. The JTADG is authorized to approve and publish minor changes to the JTA between major releases. Minor changes are defined as:

❑ Elevate emerging standards to mandated once the selection criteria contained in the JTA has been met.

❑ Update any existing standard to reflect the latest release.

❑ Retire a standard that is no longer essential to interoperability.

2.4 Subgroup

The subgroup is the primary body for evaluating change requests, resolving conflicts, and recommending disposition of the change request. Subgroups are formed to evaluate change requests generated against specific sections of the current version.

3. Roles and Responsibilities

3.1 ACC

❑ Approves changes in scope and applicability of the JTA.

❑ Is the final approving authority for each major version of the JTA.

❑ Resolves substantive issues raised from the TASG level.

❑ Signs the implementation letter.

3.2 TASG

❑ Determines and recommends changes in scope and applicability of the JTA to the ACC.

❑ Provides broad guidance and direction to the JTADG.

❑ Appoints members to the JTADG.

❑ Resolves substantive issues raised from the JTADG level.

❑ Votes to approve the JTA and submits it to the ACC for approval and signature.

3.3 JTADG

❑ Configuration-manages the JTA.

❑ Provides recommendations on the JTA to the TASG.

2001-01-24

- Make "minor" changes (based on consensus of membership) between major releases of the JTA.

- Forms ad hoc groups to address specific technical or nontechnical issues.

- Raises unresolved substantive issues to the TASG.

- Manages the review process.

- Refers change requests to appropriate subgroup(s) for evaluation.

- Resolves change requests raised from the Subgroup level.

3.4 Subgroups

- Provide a forum for the evaluation of change requests.

- Provide recommendations to the JTADG as required.

- Present unresolved changes requests to the JTADG.

- Consist of participants proposed and approved by the Commands, Combatant Commands, Services, and Agencies.

- Receive their guidance in a document entitled Subgroup Leaders Guide.

- Provide major rewrites of sections, when required.

3.5 Defense Information Systems Agency (DISA)

- Provides resources to chair and serve as the Secretariat to the JTADG.

- Executes the configuration management (CM) process for the JTA.

- Maintains the database of all recommended, proposed, agreed, and implemented changes to the JTA.

- Electronically distributes new versions of the JTA within the agreed CM process and schedule.

- Serves as the focal point for industry comments.

- Identifies subgroup leaders.

- Identifies standards candidates for elevation to the Core.

- Maintains the DoD JTA Web Site.

3.6 Commands, Combatant Commands, Services, and Agencies

- ❑ Provide JTA implementation feedback to the TASG and JTADG.

- ❑ Provide representatives to the TASG and JTADG.

- ❑ Represent their organization's interoperability and acquisition/implementation issues and concerns.

- ❑ Ensure that the proper technical, functional, and acquisition expertise is involved.

- ❑ Designate a voting representative to appropriate groups.

- ❑ Identify standards candidates for elevation to the Core.

- ❑ Generate change requests to maintain the accuracy and integrity of the JTA's mandated standards, emerging standards, and associated text.

4. JTA Core, Domain, and Subdomain Hierarchy

The hierarchy between the JTA Core (i.e., main body), the Domains, and Subdomains is as follows:

4.1 Core

- ❑ The Core contains mandated standards that are applicable to all domains that utilize the service or interface addressed by the standard.

4.2 Domain

- ❑ Align with the organization of the Core.

- ❑ Domain-unique sections appear at the end of the domain

- ❑ Must use the same standards selection criteria as defined in Section 1 of the JTA.

- ❑ Contain only additions to the Core's mandated and emerging standards.

4.3 Subdomain

- ❑ Align with the organization of the Domain

- ❑ Subdomain-unique sections appear at the end of the subdomain

- ❑ Must meet the same standards selection criteria as defined in Section 1 of the JTA.

- ❑ Standards proposed for multiple subdomains should first be considered for the Domain.

- ❑ Contain only additions to the parent domain mandated and emerging standards.

4.4 Appendices

- ❑ Appendices provide supporting information.

5. Configuration Management Process

Changes to the DoD JTA occur within a cycle consisting of three phases: Phase 1 determines the scope of the next JTA version; Phase 2 determines the contents of the JTA (at the end of the second cycle the JTA is frozen and no further substantive changes are made); and Phase 3 consists of quality assurance review and ACC approval. The overall schedule for new releases of the JTA is determined by the TASG. The detailed phases are discussed in 5.1 Phase Description. The development schedule is available on the JTA home page at http://www-jta.itsi.disa.mil.

5.1 Phase Descriptions

Phase 1 - Scope

The objectives of Phase 1 are to:

- ❑ Determine scope and objectives for the next version of the JTA

- ❑ Decide on any major structural changes to the document

- ❑ Evaluate proposals to expand the scope of the JTA into additional domains/subdomains

- ❑ Explore expansion into other technical topics

- ❑ Review standards selection criteria

Phase 1 includes the following action items, responsible activities, and allotted timeframes for accomplishing the above objectives:

Action Item	Responsible Activity	Timeframe
New domains, subdomains, and change requests submission.	Services and Agencies	8 weeks
Review and reject, approve, or table proposals for new domains and subdomains.	TASG	1 day
Consolidate change requests, update the	Secretariat	2 weeks

change request database, and forward to subgroup leaders.		
Review of change requests. Review and disseminate via explored lists.	Services and Agencies Subgroup Leaders	4 weeks 2 workdays
Resolve change request issues.	Subgroups	3 weeks
Develop draft document and post document and updated change request database to the Web.	Secretariat	1 week
JTADG meeting.	JTADG	1 week
Post Draft 1 document and updated change request database to Web.	Secretariat	2 weeks

Phase 2 - Content

The objectives of Phase 2 are to:

❑ Review draft document

❑ Resolve issues within the subgroups

❑ Freeze document at the end of the phase

Phase 2 includes the following action items, responsible activities, and allotted timeframes for accomplishing the above objectives:

Action Item	Responsible Activity	Timeframe
Draft 1 review	Services and Agencies	14 weeks
Update document and change request database	Secretariat	2 weeks
Review	Services and Agencies	8 weeks
Change request review and resolution	Subgroups	8 weeks
JTADG meeting	JTADG	1 week
Redline document and post change requests to the Web	Secretariat	3 weeks

Phase 3 – Quality Assurance

The objectives of Phase 3 are to:

❑ Finalize and publish document

❑ Document approval

❑ Implementation letter

2001-01-24

Phase 3 includes the following action items, responsible activities, and allotted timeframes for accomplishing the above objectives:

Action Item	Responsible Activity	Timeframe
Draft 2 quality assurance review	Services and Agencies	6 weeks
JTADG meeting	JTADG	1 week
Produce new version and post to Web	Secretariat	2 weeks
Document approval	TASG	1 day
Sign implementation letter	ACC	1 day

5.2   Substantive Change Request Process

Changes to the DoD Joint Technical Architecture that are of such importance that they should not wait for the next scheduled update to the basic document may be submitted via an Substantive Change Request (SCR). Proposed SCRs are submitted to the Chair of the Joint Technical Architecture Development Group (JTADG) via electronic mail. The proposed change includes, at a minimum, the following information:

- ❑ JTA Version

- ❑ JTA Section

- ❑ Proposed change. This information must reflect exactly how the JTA information will read should the proposal be approved.

- ❑ Rationale. Provide rationale for the change based on JTA change criteria. Include a clear and concise explanation of why the change is urgently needed.

- ❑ Any additional information pertinent to the proposal.

Upon receipt of the request, if a face-to-face meeting is not timely enough for an issue, the JTADG Chair will, within two working days, submit the SCR via email to the voting members of the JTADG for their review, comments, and vote on the SCR. There will be a ten business-day suspense on all SCRs under review.

Voting members will provide a response in the form of a "Yes," "No," or "Conditional" concerning the SCR. A conditional vote must contain an alternative proposal(s) for further consideration. "No" votes must indicate if the voting member has substantive issues with the item. Voting members will respond via email directly back to the Chair.

The JTA Chair will review the votes and take the appropriate action(s) as follows:

a. If any voting member submits a "No" vote with a substantive issue, the Chair will considers the SCR failed. Voting members that are considering a "No" vote

should discuss their concerns directly with the submitter in an effort to clarify and resolve the issue before submitting their "No" vote. The Chair will notify all members of the results of the vote within two business days. The submitter may resubmit the request for consideration at the next formal JTADG meeting.

b. If there are recommended changes "Conditional" from the voting members, the JTA Chair forwards the proposed changes to the submitter for resolution, coordination, and inclusion in an alternate SCR. The submitter has five business days to incorporate the proposed changes and return the modified SCR to the Chair for resubmission to the voting members. (Modified SCRs submitted after the five business days suspense will be returned to the submitter without action.) The voting members have ten business days to review the modified SCR and vote.

c. If the majority of members (minimum of eleven) vote "Yes" and there are no "Conditional" votes (proposed additional changes) or substantive "No" votes, the SCR will be considered to have been approved. The change will be added to the JTA as approved, and the JTA version will be appropriately incremented. The Chair will notify all members of the results of the vote within two business days.

6. Version Control and Numbering

6.1 Major Releases

Major releases are published as Version 1.0, 2.0, etc.

6.2 Substantive Change

Upon approval of a substantive change between major releases (e.g., 3.0 to 4.0), the DoD JTA version number is incremented in tenths (e.g., from 3.0 to 3.1, 3.1 to 3.2, etc).

6.3 Draft Numbering

The JTA revision process utilizes a two-draft process followed by the approved version. Each draft is labeled JTA Version X Draft 1 (or 2). The draft version is placed behind the password on the JTA Web page.

Draft versions may contain recommended text and/or comments that have not been approved by the JTADG. All such text is highlighted (redlined or with change bars at the margin). In addition, change bars denote all substantive changes since the last major version.

Draft versions are conspicuously marked as *"DRAFT - For Review Only - Not for Implementation"* and are posted on the JTADG portion of the JTA Web Site for review and comment.

Appendix A

JTADG Rules of Operation

Item	Rules	Date Approved
	Robert's Rules of Order apply supplemented by the following:	TASG vote 14 Jul 01
1	A subdomain must contain a minimum of one standard, mandated or emerging.	TASG meeting, May 1999
2	When a contractor is acting as a voting member of the JTADG, the delegation of authority to vote must be submitted in writing by the member organization to the JTADG chair prior to any meetings (i.e., e-mail).	TASG vote 14 Jul 01
3	Members of the JTADG may bring nonvoting technical support to address issues and concerns.	TASG vote 14 Jul 01
4	A minimum of two review phases is required for a major release of the JTA.	TASG vote 14 Jul 01
5	Each change request must be submitted with both proposed text and an appropriate technical rationale supporting the change.	TASG vote 14 Jul 01
6	JTA subgroups must recommend an action to all change requests assigned to them. When the subgroup is unable to reach a conclusion, the subgroup leader must submit, in writing, the basis of the conflict to the secretariat.	TASG vote 14 Jul 01
7	The JTADG will evaluate any change request involving a standard against the following criteria: interoperability, maturity, implementability, publicly available, and consistent with authoritative sources (see JTA section 1.10).	TASG vote 14 Jul 01
8	During the review periods, all interested parties may submit change requests. . During the subgroup review period change requests may only be submitted through subgroup leaders and the secretariat.	TASG vote 14 Jul 01
9	No change requests will be deferred for a later version. Each Command, Combatant Command, Service, and Agency is responsible for resubmitting requests appropriate to the new version.	TASG vote 14 Jul 01
10	Each JTADG voting member will delegate, in writing to the secretariat, voting rights to a subgroup representative, as he/she deems appropriate.	TASG vote 14 Jul 01
11	The subgroup leader is required to record the votes of the official delegates and report the resolution on each change request to the Secretariat.	TASG vote 14 Jul 01
12	A separate change request is required for each standard that is added, deleted, or modified during the review periods.	TASG vote 14 Jul 01

13	Only the Secretariat can designate a change request as editorial.	TASG vote 14 Jul 01
14	When the discussion on a change request exceeds 20 minutes, the JTADG Chair can choose to appoint an ad hoc committee to report to the group with a proposed resolution before the conclusion of the session.	TASG vote 14 Jul 01
15	No change is made to the JTA without an official vote by the JTADG.	TASG vote 14 Jul 01
16	The military services may not delegate voting rights (proxies) to other than their official alternate. Other members may only delegate voting rights to a present voting member. Proxies count toward establishing a quorum.	TASG vote 14 Jul 01
17	The right for a nonvoting attendee to address the group is subject to the approval of the quorum.	TASG vote 14 Jul 01
18	Only committees appointed by the JTADG may meet at the meeting site during the JTADG meeting.	TASG vote 14 Jul 01
19	Adherence to the DoD JTA Editorial Style, User Guide, and Subgroup Leader's Guidance eliminate procedural errors.	TASG vote 14 Jul 01
20	The base standard is listed first, followed by 'as profiled by.' No separate entry is listed for the 'as profiled by' reference.	TASG vote 14 Jul 01
21	A standard citation that includes both base and profile standard will be referenced verbatim.	TASG vote 14 Jul 01